

Highland Plan Commission

Subdivision Checklist

Docket # _____ (assigned at preliminary hearing)

Petitioner(s) _____ Phone # _____

Project Address _____

Action	Date needed by petitioner	Date of hearing	Date received	Date completed
Written notice to appear at study session prior to preliminary hearing (No later than last Wed. of the month)				
Study session prior to preliminary hearing				
Present location map				
File application and pay fees (7 days prior to preliminary hearing)				
Provide proof of ownership/vested interest				
Preliminary hearing date:				
Present preliminary plans request public hearing				
Publish legal notice (I.C. 5-3-1) (Post Tribune & The Times)				
Post Notice Sign on property				
Attend study session				
Present 15 sets of plans the Monday prior to study session. Plans to include Topographic survey, utility plan and design calculations and support data.				
Distribute plans to the following: Boards/Dept. Water & Sanitary Board, Traffic safety, Fire Dept., Park Dept., Public Works Dept., P.C. Engineer	To be Done by P. C. Secretary			
Provide proof of legal notices 24 hrs prior to public hearing				
Letter received from the various Boards/Depts. ie Wt. Board, Sant. Board, Traffic Safety, Fire Dept . Public Works, Engineer.				
Public hearing date:				

Attend study session prior to secondary approval (submit 3 Mylar's)				
Present Surety Bond or Irrevocable letter of credit for Improvements.				
Secondary approval				
Record Mylar's with Lake County Recorders Office				
Return one recorded Mylar to the Highland Building Department				